

## New Hampshire Division for Children, Youth and Families' Glossary



### Defined Terms C-D



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Approved:

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*The following terms are defined for application to Policies and Standard Operating Procedures of the Division for Children, Youth and Families. Unless otherwise identified within a document, these meanings are intended.*

Term	Definition	Acronym
<b>Capstone</b>	means a final session of Core Academy that supports the transfer of learning by each graduating staff through the presentation of a completed individual or group project to show their understanding of an identified topic covered in Core Academy.	
<b>Cardiopulmonary Resuscitation</b>	means the standardized procedure designed to restore normal breathing after cardiac arrest that includes the clearance of air passages to the lungs, mouth-to-mouth method of artificial respiration, and heart massage by the exertion of pressure on the chest.	<b>CPR</b>
<b>Caregiver</b>	means a person responsible for a child's welfare, including the child's parent, family member, relative, guardian, foster parent, employee of a residential treatment program, and other individual responsible for the care of the child while in placement.	
<b>Case</b>	means the planned provision of services and supports to address the challenges that have resulted in a child and family becoming involved with DCYF pursuant to RSA 169-B, RSA 169-C, or RSA 169-D, managed by a CPSW/JPPPO in collaboration with the family through a non-court agreement or through court-ordered interventions.	
<b>Case File</b>	means a hardcopy unified, comprehensive collection of information concerning a child who is involved with DCYF.	
<b>Case Plan</b>	means the DCYF written plan for the child and the family which outlines how services will be provided, pursuant to RSA 170-G:4 III, and 42 USC Chapter 7, Subchapter IV, Part E: Federal Payments for Foster Care, Prevention, and Permanency.	

<b>Case Record</b>	<p>means all official records, regardless of the media they are retained on, created by the Department in connection to a report received pursuant to RSA 169-C:29 or cases brought under RSA 169-B, C, or D, or RSA 463; or services provided to the child or family without a court order pursuant to RSA 170-G:4, including intake and assessment reports, service or case plans, case logs, termination reports, and lists of persons or entities providing reports to the Department or services to the child or family. Such records do not include records created as part of an action brought pursuant to RSA 170-B or 170-C; records submitted to or maintained by the courts or records created by third parties, such as psychologists, physicians, and police officers, even if such records are prepared or furnished at the request of the Department; reports contained in the central registry of abuse and neglect reports maintained pursuant to RSA 169-C:35; or the name of a person who makes a report of suspected abuse or neglect of a child pursuant to RSA 169-C:29, or any information which would identify the reporter.</p> <p style="text-align: right;">See: RSA 170-G:8-a.</p>	
<b>Casey Life Skills Assessment</b>	<p>means an online survey that assesses a youth’s adult living preparation skills.</p>	
<b>Central Control</b>	<p>means the designated physically secure area of SYSC that monitors and coordinates the internal and external security systems, communications systems, safety alarms and detection systems, and other mechanical and electrical systems.</p>	
<b>Central Registry</b>	<p>means the state registry that maintains all founded reports of child abuse or neglect established pursuant to RSA 169-C:35.</p>	
<b>Chemical Restraint</b>	<p>means any use of a psychoactive medication involuntarily or in an emergency for the purpose of immediate control of the child's behavior and limiting freedom of movement, as defined as restraint (medication restraint) in RSA 126-U:1, IV.</p>	
<b>Child</b>	<p>means any person who has not reached their 18th birthday and any person with whom DCYF has a legal, extended jurisdiction relationship pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463. This term includes youth.</p>	
<b>Child Care</b>	<p>means caring for a child's needs for food, activity, rest and other necessities of growth, development, and physical care for a portion of the 24-hour day in a licensed family child care home, family group child care agency, or group child care facility.</p>	

<b>Child Care Institution</b>	means a private child care institution, or a public child care institution that accommodates no more than 25 children, which is licensed by the State of New Hampshire. The term does not include detention facilities, forestry camps, training schools or any other facility operated primarily for the detention of children who are determined to be delinquent.	<b>CCI</b>
<b>Child Care License-Exempt Services</b>	means caring for a child’s need for food, activity, rest and other necessities of growth, development, and physical care for a portion of the 24-hour day in a non-licensed setting approved by DCYF.	
<b>Child Health Support Services</b>	means in-home support for children and families through the provision of supportive counseling, health assessment, health education, behavioral health management, referral to resources, coordination of services, and other supports for improving health and well-being of children and other family members.	
<b>Child in Need of Services</b>	means a child under the age of 18: <ol style="list-style-type: none"> <li>1. Who is subject to compulsory school attendance, and is habitually, willfully and without good and sufficient cause truant from school;</li> <li>2. Who habitually runs away from home, or who repeatedly disregards the reasonable and lawful commands of their parent(s)/guardian/custodian, and places themselves or others in unsafe circumstances;</li> <li>3. Who has exhibited willful repeated or habitual conduct constituting offenses which would be violations under the criminal code of this state if committed by an adult or, if committed by a person 16 years of age or older, would be violations under the motor vehicle code of this state; or</li> <li>4. With a diagnosis of severe emotional, cognitive, or other mental health issues who engages in aggressive, fire setting, or sexualized behaviors that pose a danger to themselves or others and who is otherwise unable or ineligible to receive services under RSA 169-B or RSA 169-C; and</li> <li>5. Who is expressly found to be in need of care, guidance, counseling, discipline, supervision, treatment, or rehabilitation.</li> </ol>	<b>CHINS</b>
<b>Child Matching Group</b>	means the DCYF staff members who participate in the child matching meeting for a child in placement who cannot return to the family of origin.	

<b>Child-Placing Agency</b>	pursuant to RSA 170-E:25, means any firm, corporation, or association which receives any child for the purpose of providing services related to arranging for the placement of the child or receives any child for the purpose of providing services related to arranging for the placement of the child in adoption, including: <ol style="list-style-type: none"> <li>1. Residential Treatment Program; or</li> <li>2. Foster Family Home.</li> </ol>	<b>CPA</b>
<b>Child Protective Services</b>	means the Bureau of Field Services' Child Protective Services within DCYF.	<b>CPS</b>
<b>Child Protective Services Supervisor</b>	means the job classification of a person, employed to perform supervisory-level child protection functions under the supervision of a Child Protective Services Field Administrator. This term includes Child Protective Services' District Office Supervisors and Assistant Supervisors.	<b>CPSS</b>
<b>Child Protective Service Worker</b>	means an employee of DCYF who is authorized by the Division to perform functions of the job classification Child Protective Service Worker.	<b>CPSW</b>
<b>Child Welfare Education Partnership</b>	means the contracted DCYF partnership that holds the responsibility for DCYF staff professional development and also supports New Hampshire foster/adoptive parents, relative caregivers, and residential treatment providers by providing opportunities to enhance their skills, knowledge, and abilities through ongoing education. This includes Core Academy and other ongoing learning opportunities for DCYF staff and collaborating partners (Title IV-E eligibility applies).	<b>CWEP</b>
<b>Child with a Disability</b>	means any child between 3 and 21 years of age who has been identified and evaluated by a school district according to rules adopted by the state Board of Education and determined to have a disability or impairment as defined in RSA 186-C:2 I which necessitates special education or special education and related services.  See: 20 USC 1400.	
<b>Child-Youth Matching Profile</b>	means Form 1784, a written description of the child's permanent placement needs including but not limited to: age, gender, race, sibling contact/placement, recommended family contact, and legal status.	
<b>Children for Whom DCYF has Placement and Care Responsibility</b>	means individuals, ages birth through 21 for whom CPS has temporary protective custody, legal supervision, custody, or guardianship pursuant to RSA 169-C, 170-B, 170-C, and 463, or who JJS has custody pursuant to RSA 169-B and 169-D for the purposes of placement, excluding youth committed to SYSC or incarcerated at any other secure facility where they are awaiting disposition by the court of jurisdiction.	

<b>Church</b>	means a house of worship that is registered with the New Hampshire secretary of state under RSA 292:1 I for a religious purpose.	
<b>Circle of Safety</b>	means the practice of DCYF staff informing their Supervisor (or designee) of when they will be meeting with families or individuals and when they expect to have completed the meeting, and then notifying said individual once the meeting is complete (closing the circle of safety). The Circle of Safety includes the Supervisor or designee following-up soon after the time they were advised they would hear from the staff member when the circle is not completed.	
<b>Clandestine Drug Lab</b>	means an illegal operation at which drugs are or were produced.	
<b>Client</b>	means any individual, who does not receive financial compensation for collaborating with the Division for Children, Youth and Families and is receiving services from DCYF.	
<b>Clinical Coordinator</b>	means the master level clinical therapist assigned to each youth at SYSC.	<b>CC</b>
<b>Close Proximity to Parents</b>	means a placement nearest the home community or residence of the child's parents or legal guardian that is consistent with the child's best interest and special needs. The following factors are included in determining the placement: <ol style="list-style-type: none"> <li>1. The ease with which the child and family may visit each other; and</li> <li>2. The availability of services the child may require.</li> </ol>	
<b>Collateral Resource</b>	means a person or persons who may be able to provide meaningful information relevant to assessing the safety, permanency, or well-being of a child.	
<b>Colleague</b>	means a professional associate, including but not limited to: an employee - including supervisors, volunteer, or student intern assigned to DHHS regardless of position; court official; attorney; law enforcement officer; school employee; or employee of a provider or community agency serving children.	
<b>Commercial Sex Act</b>	means any sex act because of which anything of value is given, promised to, or received, directly or indirectly, by any person.  See: RSA 633:6.	

<b>Commercial Sexual Exploitation of Children</b>	means the use of any person under the age of 18 for sexual purposes in exchange for cash, or in kind favors; it can occur between child and a customer, the pimp/trafficker, or others (including family members) who profit from children for these purposes. The use of force, fraud, or coercion need not be present.	<b>CSEC</b>
<b>Commitment or Committed</b>	means the dispositional status of minors who are ordered into the custody of DHHS for the remainder of their minority by a NH court as a result of being adjudicated delinquent, and who are subsequently placed in the care and control of the SYSC or another facility certified by DHHS for the commitment of minors; included are those juveniles who have been administratively released to parole, and those juveniles who have been paroled by the NH Juvenile Parole Board. See: RSA 169-B:19, I(j); and RSA 621:3, III.	
<b>Communicable Disease</b>	means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.	
<b>Communication Access Services</b>	means spoken language interpretation and translation services, American Sign Language (ASL), Communication Access Real Time (CART), and emerging technologies, such as video remote interpretation and other assistive technology services, to meet the communication needs of individuals who are deaf, have hearing loss, are blind, have vision loss, are deaf-blind, have speech disabilities, or have Limited English Proficiency (LEP).	
<b>Community Resources</b>	means services available in the community that families can access without referral or prior authorization. For example, this includes schools, mental health centers, area agencies, family resource centers, classes, libraries, and community centers.	
<b>Competency-Based</b>	means a learning opportunity designed to assist staff in attaining the knowledge, skills, and ability to perform their assigned job functions.	
<b>Comprehensive Health And Developmental Assessment</b>	means the initial physical, developmental, and mental health evaluation by a medical professional that may include immunizations, laboratory tests, and hearing, vision, and lead screenings.	

<b>Concerted Efforts</b>	means the planned, focused, and sustained efforts of the Division to achieve a desired outcome using various resources.	
<b>Concurrent Goal</b>	means the alternative plan for the child in placement that will achieve another permanency goal if reunification with a parent is not possible.	
<b>Conditional Release</b>	means a legal status created by court order following an adjudication of a youth that permits the adjudicated youth to remain in the community, subject to: compliance with conditions and limitations of conduct prescribed by the court; treatment prescribed by the court; supervision by a JPPO; and return to court and change of disposition during the term of conditional release for any violations thereof.  See: RSA 169-B:2, VIII; and RSA 169-D:2, VI.	<b>CR</b>
<b>Confirmation of Service</b>	means documentation that an individual received a Notice of Finding, to include but not limited to a United States Postal Service (USPS) return receipt, USPS printout of the delivery confirmation, or a document signed by the individual noting that the notice was hand-delivered to them.	
<b>Conflict of Interest</b>	means any activity, regardless of remuneration, which creates an actual, direct, and substantial risk, or appearance thereof, that a person's objectiveness in their role and responsibility as an employee of DHHS may be influenced by a secondary interest/circumstance.	
<b>Connection</b>	means a person of importance or influence who can be a link to a child and their family with whom they are separated. A person who is in a position to help support a child in placement and share common interests.	
<b>Contact</b>	means a telephone call, oral information provided in person, or written information received by DCYF regarding concerns about a child and family.	
<b>Contraband</b>	means property that a youth possesses and is determined by staff to be in violation of the rules for which the youth is subject (Conditional Release, SYSC, or Parole as applicable).	
<b>Contract</b>	means a method of purchasing services from public or private, not-for-profit agencies through a formal written agreement between a provider and DHHS. Payment is made as a direct reimbursement to the provider for services delivered during the authorized service period.	
<b>Controlled Drug</b>	means any drug or substance, or immediate precursor, which is scheduled pursuant to RSA 318-B:1-a.	

<b>Cooling-Off</b>	means a de-escalation technique in which a youth removes themselves from the current situation to regain control.	
<b>Co-Pharmacy</b>	means the use of more than one psychotropic medication in the same medication class.	
<b>Core Academy</b>	means a specific experiential competency-based learning series required of all new direct practice staff. Core Academy course requirements must be completed within the first 6 months to one year of employment, including all requisite courses, a capstone project, and graduation ceremony. Core Academy courses are open to all existing staff.	
<b>CORI Administrator</b>	means the identified Authorized User(s) who is responsible for CORI administration, record retention, and policy and procedures.	
<b>Corrective Action Plan</b>	means, a written proposal setting forth the procedures by which a Child Care Agency, Child Care Institution, or Child-Placing Agency will come into compliance with the standards set by RSA 541-A and subject to approval of the Department. The Corrective Action Plan shall include the time needed to assure compliance and the action steps/tasks proposed by the agency to reach compliance.	<b>CAP</b>
<b>Court</b>	means the Circuit Court's District Division, Family Division, Probate Division, or drug court.	
<b>Court Appointed Special Advocate</b>	means a volunteer who serves as an advocate for an abused or neglected child in the New Hampshire court system.	<b>CASA</b>
<b>CourtStream</b>	means the web-based automated information system used by DCYF staff to document and track information regarding youth committed or detained at the SYSC.  See: Defined term YouthCenter.	



<b>Credible Report</b>	<p>means the reporter provides information that identifies the child(ren) by name or location, and allegations, which if determined to be accurate, constitute harm or a threat of harm to the life, health, or welfare of the victim of the report. The information needs only to be within the range of possibility or probability and to appear to be grounded in fact.</p> <ol style="list-style-type: none"> <li>1. Credibility of a referral is not determined based on the possibility of a finding or on the results of court action.</li> <li>2. A contact alleging one or more of the following incidents or conditions in the presence of circumstances that show harm or a threat of harm to a child constitutes a credible report: <ol style="list-style-type: none"> <li>a. Child Neglect;</li> <li>b. Child Emotional Abuse;</li> <li>c. Child Physical Abuse; or</li> <li>d. Child Sexual Abuse.</li> </ol> </li> </ol>	
<b>Credit Report</b>	is a record of a person’s credit activities. A credit report contains identifying information, lists of accounts, credit inquiries, items of public record, and positive and negative entries.	
<b>Credit Reporting Agencies</b>	means companies that collect information from various sources and provide consumer credit information on individual consumers for a variety of uses (i.e. TransUnion, Equifax, and Experian).	
<b>Crisis Care</b>	means that category of foster family care where an unplanned placement is made in a foster family home any time after 4:30 p.m. or before 8:00 a.m., during a weekend, or holiday, and services are provided to a child in care on a regular 24-hour a day basis for a period not to exceed 5 calendar days.	
<b>Crisis Services Unit</b>	means the SYSC Unit to which a committed or detained youth is admitted when additional structure and therapeutic supports are required to achieve safety and behavioral stabilization.	<b>CSU</b>
<b>Cross-Gender</b>	refers to an interaction that is completed between 2 individuals of opposite genders.	
<b>Custodial Authority</b>	means the statutory power of JJS staff to take a child into protective custody pursuant to RSA 169-C:6, I and RSA 170-G:16, IV; temporary custody pursuant to RSA 169-D:8, II; and the arrest authority provided by RSA 169-B:9, I.	
<b>Custodial Parent</b>	means a parent who was exercising physical custody of the child(ren) at the time or location of the alleged abuse or neglect.	

<b>Custodian</b>	means an agency or person, other than a parent or guardian, licensed pursuant to RSA 170-E to whom legal custody of the child has been given by court order.  See: RSA 169-C:3, X.	
<b>Customized Training</b>	means unique training designed to meet the identified needs of the child(ren) within the foster family home which is not included within the contract provider curriculum.	
<b>Danger</b>	means a situation in which harm to a child has occurred and is likely to continue, or is very likely to occur in the near future.	
<b>DAP Note</b>	means the data, assessment (response), and plan note made by a Clinical Coordinator at SYSC after an encounter with a youth and/or family.	
<b>Data</b>	means a collection of facts produced in reports from which conclusions may be drawn.	
<b>Date of Finding</b>	means the date that the court ordered a sufficient finding of facts that an individual abused or neglected a child, the date that the Administrative Appeal was waived, or the date that the Administrative Appeals Unit (AAU) upheld a founded determination.	
<b>DCYF Adult Living Skills Curriculum</b>	means an interactive curriculum designed to prepare youth for the transition out of state care and into adulthood through a series of lessons and hands-on activities. This includes the NH Trails or NH Teen Responsibility and Independent Living Skills curriculum.	<b>NH TRAILS</b>
<b>DCYF Orientation: Our Practice Model</b>	means an event provided by the DCYF Administrators and Director, or designees, which is completed by new staff to orient them to the culture and the resources of DCYF.	
<b>DCYF Youth Advisory Board or NH Teen Voices</b>	means an advisory board made up of teens in out-of-home care between the ages of 14 and 21, which is composed of 5 regional teams that meet on a monthly basis and quarterly as one group to work on a variety of initiatives aimed at improving the lives of youth in care.	
<b>DCYF Youth Summit</b>	means the annual event designed for youth in DCYF placement to build upon adult living skills and increase resource knowledge while connecting with each other in a fun, safe, and supportive atmosphere.	
<b>Deadly Force</b>	pursuant to RSA 627:9, II means any assault or confinement which the actor commits with the purpose of causing, or which they know to create a substantial risk of causing, death or serious bodily injury.	

<b>Debrief</b>	means a discussion for the purpose of gathering information and reviewing an incident, to address the safety and well-being of the staff and youth.	
<b>Debt Bondage</b>	means the status or condition of a debtor arising from a pledge by the debtor of their personal services or of those of a person under their control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined. This is a form of Human Trafficking.	
<b>Dedicated Account</b>	means an account established for a disabled child under the age of 18 when the child receives a large SSI payment that exceeds 6 months worth's of benefits. The payee for the child is required by law to hold these funds in an account at a financial institution, which is separate from the account used for regular monthly SSI benefits.	
<b>De-escalation</b>	means the staff use of supportive techniques designed to interrupt further escalation of behavior.	
<b>Delinquent Youth or Delinquent Minor</b>	means a person who has committed an offense before reaching the age of 18 years which would be a felony or misdemeanor under the criminal code of this state if committed by an adult, and is expressly found to be in need of counseling, supervision, treatment, or rehabilitation as a consequence thereof.  See: RSA 169-B:2, IV.	
<b>Demanding State</b>	means the state seeking the return of a juvenile with or without delinquency charges.  See: Interstate Commission for Juveniles [2016].	
<b>Dental Services</b>	means preventive or remedial dental care, necessary to the health or well-being of a child.	
<b>Department</b>	means the State of New Hampshire Department of Health and Human Services.	<b>DHHS</b>
<b>Department of Information Technology</b>	means the State of New Hampshire Department of Information Technology.	<b>DoIT</b>
<b>Deputy Compact Administrator</b>	means Deputy Compact Administrator for the Interstate Compact on the Placement of Children (ICPC).	<b>DCA</b>
<b>Detention</b>	means the court-ordered care of a youth in the architecturally secure SYSC while awaiting further judicial action.	

<b>DHHS Orientation</b>	means the internal training session required for all new DHHS employees. The DHHS course introduces employees to the philosophy, goals, policies, procedures, role expectations, physical facilities, and the specific skills needed in their functional work setting.	
<b>Diagnostic Evaluation</b>	means psychological testing and/or psychosocial assessment to determine the nature and cause of a child and/or family's dysfunction including mental status, child development, family history, and recommendations for treatment.	
<b>Directory Information</b>	means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.  See: 20 USC 1232g(a)(5)(A).	
<b>Direct Practice Staff</b>	means a DCYF staff member that is a CPSW, CPSS, JPPO, JPPS, YC, UM, CC, or SYSC Treatment Coordinator who has direct responsibility for care or case management of children.	
<b>Disabled Infant</b>	means an infant less than one year of age or an infant older than one year of age who has been continuously hospitalized since birth, or who has been born extremely prematurely, or who has a long-term disability.	
<b>Disclosure Meeting</b>	means a meeting held by DCYF with a family selected as a potential match for adoption of a child in DCYF custody to discuss the strengths and needs of the child, as well as family history, so that the potential adoptive parent(s) may make an informed decision as to their ability to meet the needs of the child.	
<b>Division</b>	means the Department of Health and Human Services' Division for Children, Youth and Families.	<b>DCYF</b>
<b>Due Diligence</b>	means repeated attempts to locate and identify relatives through various sources and not only rely on parents' information.	
<b>Due Process</b>	means the execution of fairness in all legal matters, including notice, an opportunity to be heard, and the right to defend in an orderly proceeding, must be followed for each individual so that no prejudicial or unequal treatment will result.	

A - B    E - F    G - I    J - L    M - N    O - Q    R - S    T - V    W - Z